The SIS (Simple Inventory System) provides options to help users manage and update their inventory.

Conventions in these instructions:
- Bold type is used for items displayed on the screen.
- There are single quotes (') around buttons or icons that you click on.
- There are double quotes (") around text that you click on.
- The arrow bullet indicates data entry instructions.
- PAMS is the Property Accounting and Management System (HQ property book).
- The APR is you Authorized Property Representative.

SIS Access

You may access SIS by double clicking on the SIS icon on your desktop. When you access the server, a "**Security Alert**" may be displayed. If so, you must click on the '**Yes**' button to access the server and SIS. If you are on the Internet, you can access SIS by entering the SIS URL, https://www.administration.hr.doe.gov/sis/. If you are accessing the server for the first time during that Internet session, a "**Security Alert**" may be displayed. If so, you must click on the 'Yes' button to access the server and SIS.

➢ Double-click on the 'SIS' icon on your desktop.
➢ If the "Security Alert" is displayed, click on the 'Yes' button.

Log On Page

To access SIS, you must log on the system using your Social Security Number (SSN). Your SSN is required in order to accurately determine the inventory items currently reported as belonging to you.

➢ Type in your Social Security Number (no dashes).
➢ If you are a contractor, click on the "**Contractor**" box. Otherwise, the system will not be able to recognize your SSN.
➢ If you are a first time user, click on "**Please Read**" or refer to the last page of this handout. NOTE: You can also access this information from the next page.
➢ Click the '**Logon**' button.

User Info Page

Once you log on, you will see your name printed in the bottom of the SIS banner. The information page will allow you to correct your site, room number and phone number. In addition, you will be able to change logon and view the help. It is important that you provide complete information to facilitate future technology refreshment efforts.

➢ Review the information provided and click on the appropriate box to enter any missing data or correct any incorrect entry.
➢ Click "**Continue**" if all of the information has been corrected.
➢ Click "**Reset**" if you want to restore the original value(s).

User Inventory Page

From this page, you will be able to update your inventory by using the functions:
• **Save**
• **Add**

- **Submit Inventory**
- **Print Inventory List**
- **Add Untagged Items**

You can link to the "**Change Logon**," "**Update User Info**," and "**Help**" by clicking on the words under the SIS banner. After you take a look at the equipment listed for you, you may want to review the First Time Users information by clicking on "**Please Read**" again to understand why the equipment list may not reflect what you have. At any time during your update session, you can review the following instructions on how to update your inventory online by clicking on "**Instructions**."
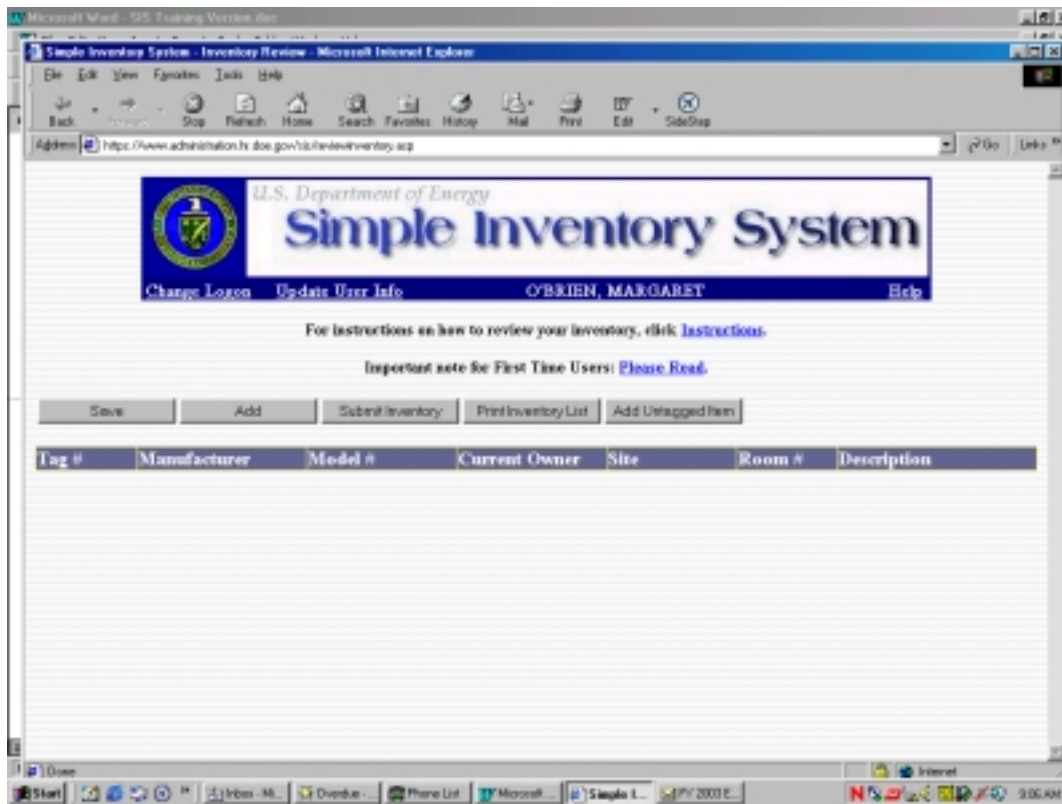
- ➤ Review each DOE TAG number listed in the table.
- ➤ Compare it with actual equipment in your office.
- ➤ To verify that the equipment is assigned to you, click the check box next to the TAG #.
- ➤ If there is an item that you do not recognize, or no longer have, don't worry about it; skip to the next TAG #.
- ➤ If you have claimed an item in error, click on the check box again to unclaim the item.
- ➤ To view more detail for an item, click on the corresponding TAG #.

{PRIVATE}_____ Save _____

This function will save any changes you have made to your inventory. You may want to save your inventory update changes periodically, for instance after you have completed the review of the items initially listed. You MUST save changes before you exit the page (either by closing your browser or going to another web site).

➢ To save changes you have made to your inventory, click the '**Save**' button.

_____ Add _____

This function will allow you to add a new item or claim an existing item that is not currently reported as belonging to you.

You will use the Add function primarily to enter the tag numbers for all of the equipment you have that is not listed in your inventory list. You may also, on rare occasions, need to use it to add a new item, for instance if you have received a piece of equipment since the download from PAMS that is currently being updated. After you click on the 'Add' button, you will be prompted to enter the tag number of the item you wish to add (usually the tag number starts with an 'S' and is followed by five numbers - ex: S00001).
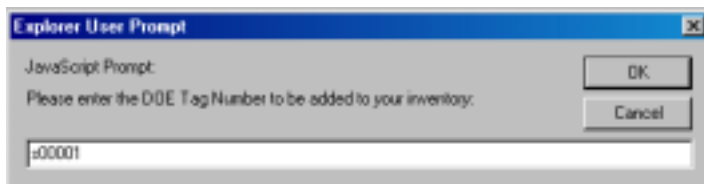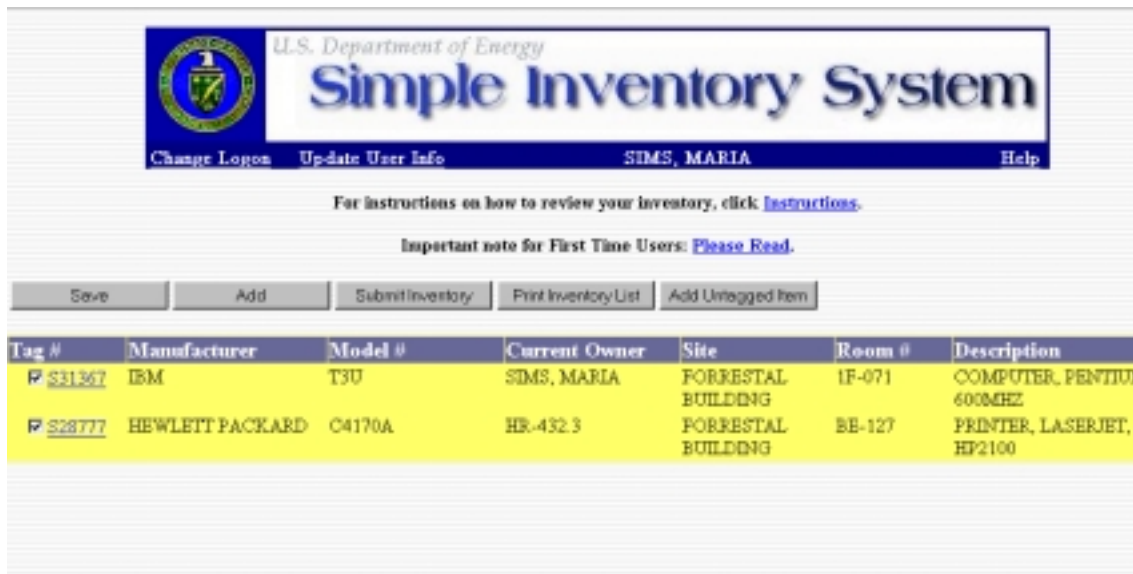

Once you have entered the tag number and clicked 'OK' to continue:
• If the item already exists in PAMS, a new window showing the item information will be displayed.

After reviewing the information to be sure it is the piece of equipment you have, you may click the '**Claim**' button if you wish to add this item to your inventory list or click '**Cancel**' to abort the add.

- If the item does not exist in the PAMS download, a window will display and ask for the stock number, serial number, manufacturer, model number, and description of the item you are adding. You can then enter the information and click '**Add**' to add the item to your inventory list or click '**Cancel**' to abort the add.

Once a new item has been added to your inventory list, it will be displayed with an icon to the left of the tag number. You can edit the information you have added for the item by clicking on the tag number.

If you cannot read the DOE Tag number because it is too worn, you can request that the PAMS staff check in PAMS for the serial number and give you the Tag number.

For each tagged item you need to add to your inventory:

➢ Click the '**Add**' button.
➢ Enter the TAG # and click the '**OK**' button.
➢ Review the information displayed for the equipment.
   − If the information does not match your equipment, verify that the tag number matches what is on your equipment. If not, click the '**Cancel**' button.
   − If it is not completely correct, but is your equipment and you want the PAMS information updated, you may send the tag number and the correct information to Helene Mattiello for correction in PAMS.
   − If no information is displayed, call Helene Mattiello to check the tag number in PAMS.
   − If told to do so, enter the serial number, manufacturer, model, and description data in the appropriate boxes.
➢ Click the '**Claim**' button to add the equipment to your inventory.

NOTE: Until you submit your inventory, you can click on the check box again to unclaim an item if you have claimed it in error.

<div align="center">Submit Inventory</div>

This function will mark your inventory as being completed and ready for submission to PAMS after review by the APR.

Once you have completed updating your inventory, you can submit it by clicking the **'Submit Inventory**' button. SIS will display a message asking if you are sure you want to submit the inventory. Once you click on the '**OK**' button, your inventory will go to your APR for review. You will not be able to make any additions or changes after you have submitted it. However, if you or your APR determine that changes are needed before the organization's inventory is submitted to PAMS, the APR has a utility to mark your inventory as unsubmitted so you can make changes to it and submit it again.
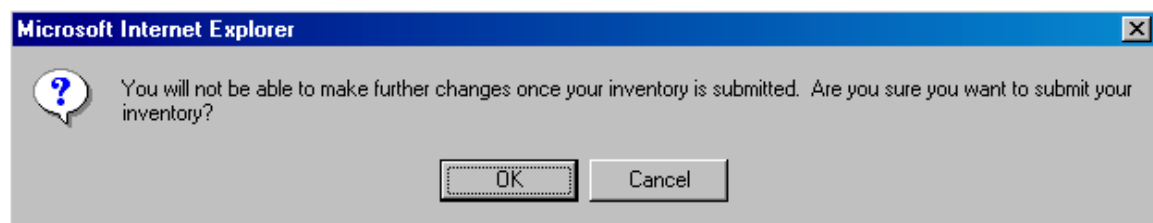
➢ Click on the '**Submit Inventory**' button.
➢ When the system asks if you are sure, click on the '**OK**' button if you are. If not, click on the '**Cancel**' button.

<div align="center">

Print Inventory List

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This function will print a listing of the items reported by PAMS as belonging to you and the items you are currently claiming.
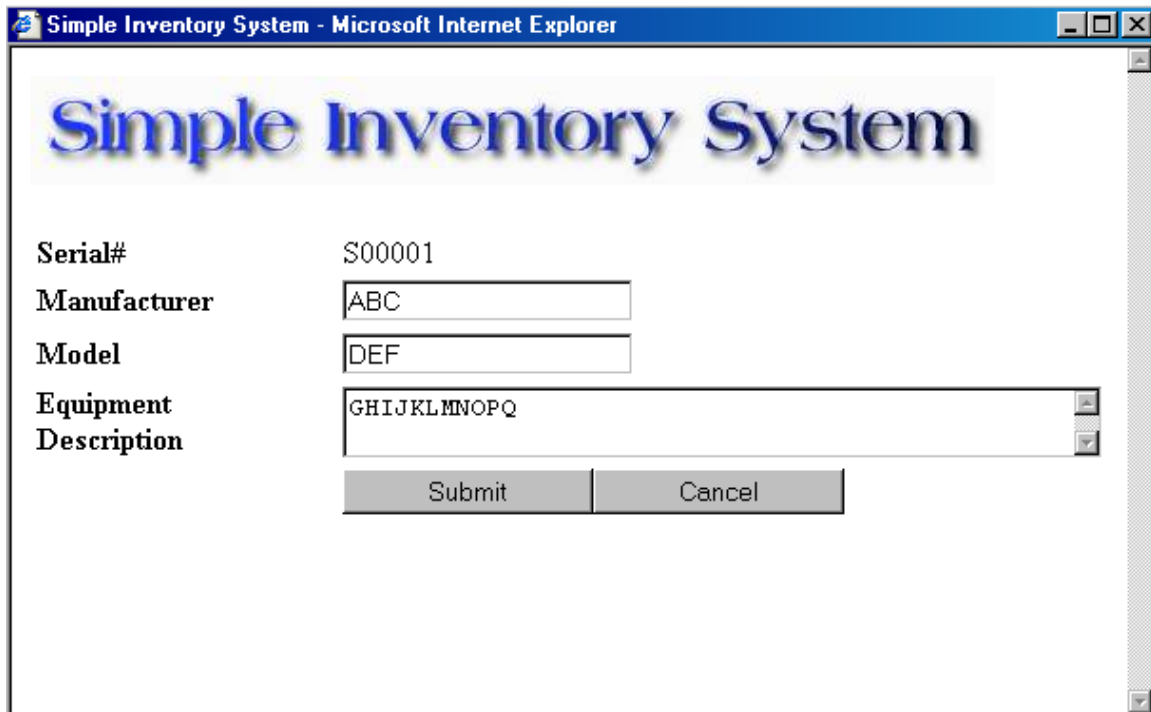
It is a good idea to print a hard copy of your inventory to review prior to submitting it and to keep that copy in case any questions arise later. To get a printout of your inventory, you may click the '**Print Inventory**' button and then the '**Print**' button.
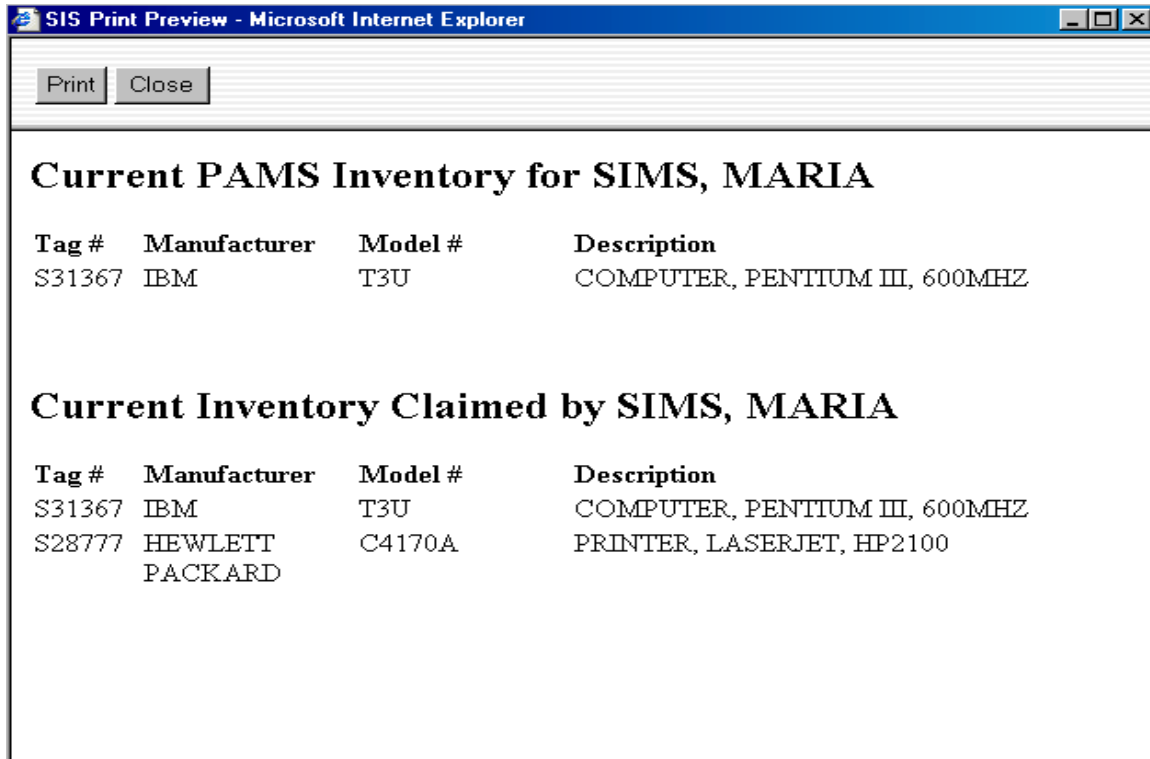
➤ Click on the '**Print Inventory**' button.
➤ Click on the '**Print**' button.

<div align="center">

Add Untagged Item

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This function will allow you to report any items you have that do not have a DOE tag.

A window will prompt you for the serial number. After you enter the serial number and SIS will then display a second window with boxes for you to enter the "**Manufacturer**," "**Model**", and "**Equipment Description**."

Explorer User Prompt

JavaScript Prompt:

Please enter the DOE Tag Number to be added to your inventory:

OK

Cancel

s00001
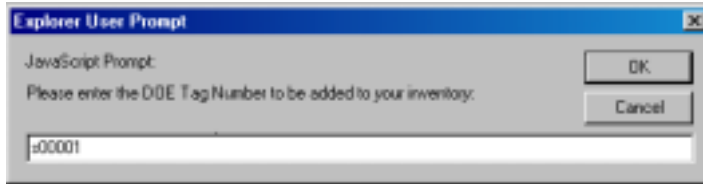
Simple Inventory System - Microsoft Internet Explorer

Simple Inventory System

Serial#	S00001
Manufacturer	ABC
Model	DEF
Equipment Description	GHIJKLMNOPQ

Submit   Cancel

➢ Do not use the '**Add Untagged Equipment**' feature.

Other Information:

If you leave SIS on but are not using it, it will time out and display a screen that says it has an allows you to log on again. **If you have not saved any entries made during the session that timed out, they may be lost!!**
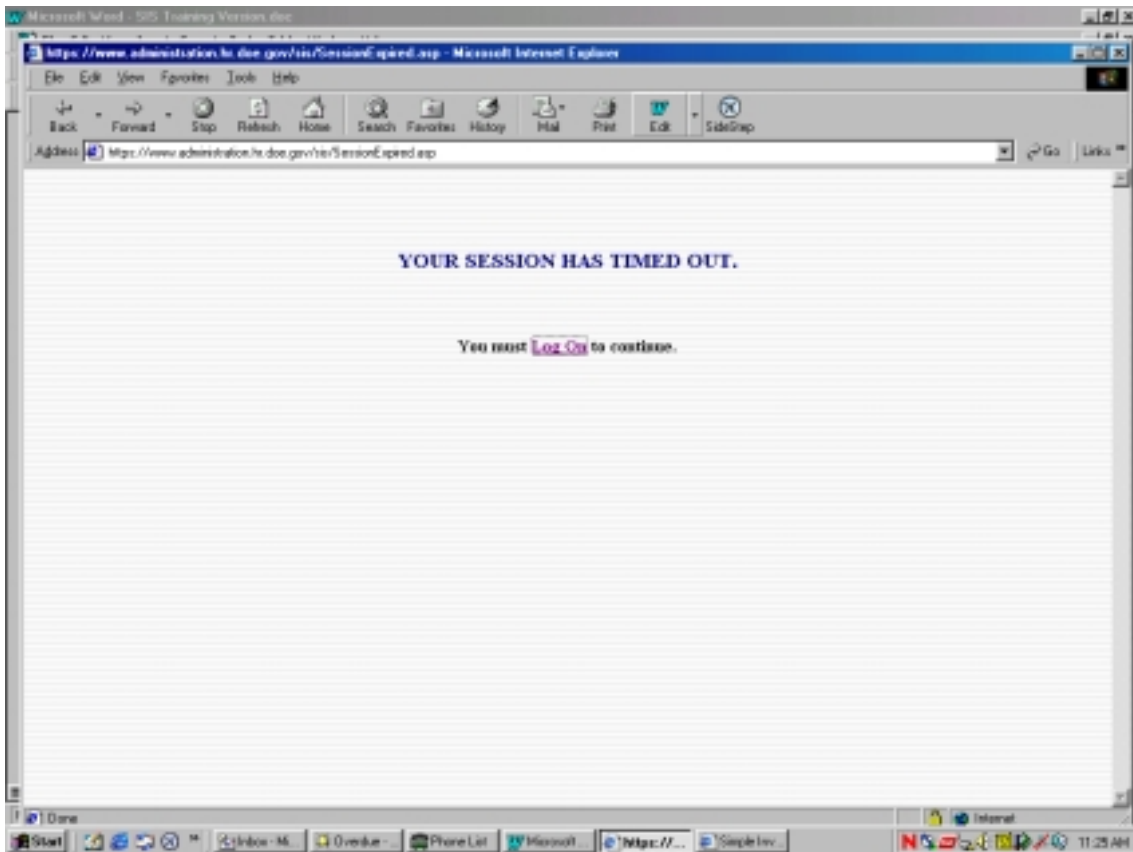
MUST READ!!! FIRST TIME USERS

Simple Inventory System

Special Note for First Time Users of SIS

The first time you use the Simple Inventory System (SIS), you may have an incomplete (or even empty) list of the inventory items in your office. The reason is that SIS identifies you based on your SSN and your name as reported by the DOE payroll system. The existing department Property Administration and Management System (PAMS) identifies you based on the name originally reported for each inventory item (for example, the employee "John A. Smith" may have been entered into the PAMS system as "John Smith", "J. Smith" or "Smith, John" depending on how the name was reported for a given item). During the first SIS inventory cycle, you will be able to "add" your inventory items to your inventory list by entering the DOE Tag Number on the item. Future inventory cycles will correctly show your inventory since the SIS and PAMS systems will be synchronized during the initial inventory cycle.

You may also notice that the "Current Owner" reported by the PAMS system may not be you. This is a result of PAMS not being properly updated when inventory items are transferred from one employee to another. The owner information will be updated in PAMS by the initial inventory cycle submission. In subsequent inventory cycles, the "Current Owner" should correctly identify you.

The initial SIS inventory cycle updated data will be reflected in the next inventory cycle, at which time your Current Inventory as reported by PAMS should accurately reflect your current inventory.

Thanks for your cooperation!